

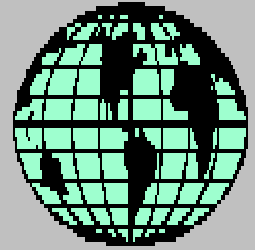
ARMY BENEFITS CENTER-CIVILIAN FORT RILEY, KANSAS

COMPLETING THE FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS) DISABILITY RETIREMENT APPLICATION

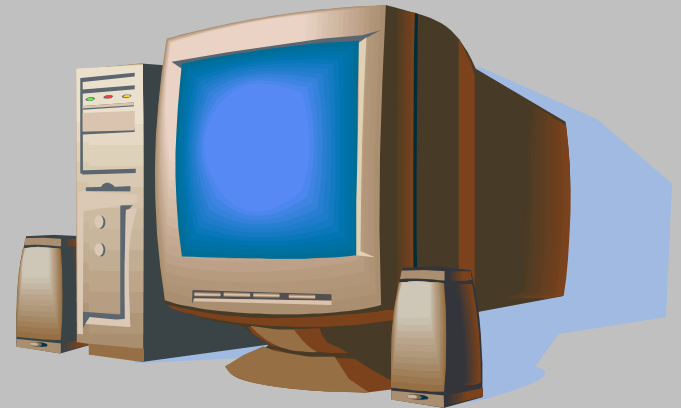




WHERE DO I FIND THE FORMS ?

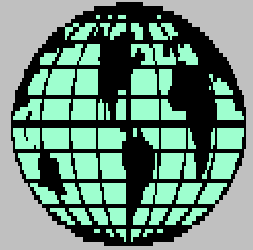


- Army Benefits Center-Civilian website at <https://www.abc.army.mil>
- Employee Benefits Information System (EBIS)
- The Office of Personnel Management (OPM) at <http://www.opm.gov/forms>
- Call a counselor (1-877-276-9287)





FERS IMMEDIATE RETIREMENT FORMS



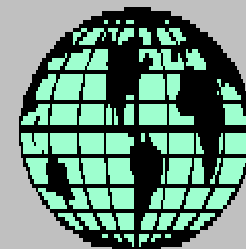
- SF 3107 Application for Immediate Retirement FERS Schedules A, B, C (if applicable)
SF 3107-2 Spouse's Consent to Survivor Election (if applicable)
- SF 2818 Continuation of Life Insurance Coverage
- W-4P Federal Tax Withholding
- DD 214 (if applicable)
- OPM 1515 Military Service Deposit Election Form or proof of military deposit i.e. OPM 1514 Military Deposit Worksheet





SF 3107 - SECTION A

IDENTIFYING INFORMATION



Application for Immediate Retirement

Federal Employees Retirement System

*See Privacy Act
Information on
Instruction Sheet*

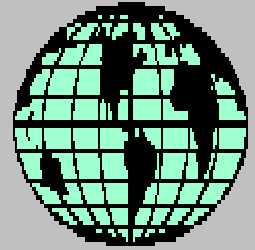
Section A - Identifying Information

1. Name (last, first, middle)		2. List all other names you have used	
3. Address (number, street, city, state, ZIP code)		4a. Daytime telephone # after retirement (including area code)	4b. Best time to reach you
-----		4c. Email address	4d. FAX number
-----		5. Date of birth (mm/dd/yyyy)	6. Social Security Number
7. Are you a citizen of the United States of America?		8. Is this an application for disability retirement?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes (Ask your employing office about other documents you must submit) <input type="checkbox"/> No	





SF 3107 - SECTION B FEDERAL SERVICE



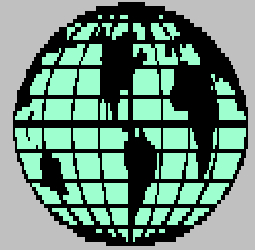
Section B - Federal Service

1. Department or agency from which you are retiring (include bureau or division, address and ZIP code)	2. Date of final separation (mm/dd/yyyy)
	3. Title of position from which you are retiring
	3a. Your pay plan and occupational series
4. Have you performed active honorable service in the Armed Forces or other uniformed services of the United States (see instructions for definitions)?	
<input type="checkbox"/> Yes (Complete Schedule A and attach it to this form)	<input type="checkbox"/> No
5. Are you receiving or have you applied for military retired pay? (Note: If you later become entitled to military retired pay you must notify OPM.)	
<input type="checkbox"/> Yes (Complete Schedule B and attach it to this form)	<input type="checkbox"/> No





SF 3107 - SECTION C MARITAL INFORMATION



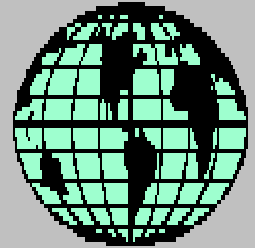
Section C - Marital Information (All applicants must complete questions 1 and 2 below.)

1. Are you married now? <i>(A marriage exists until ended by death, divorce, or annulment.)</i>			
<input type="checkbox"/> Yes <i>(Complete items 1a - 1f and attach a copy of your marriage certificate)</i>		<input type="checkbox"/> No <i>(Go to item 2)</i>	
1a. Spouse's name <i>(last, first, middle)</i>		1b. Spouse's date of birth <i>(mm/dd/yyyy)</i>	1c. Spouse's Social Security Number
1d. Place of marriage <i>(city, state)</i>	1e. Date of marriage <i>(mm/dd/yyyy)</i>	1f. Marriage performed by:	<input type="checkbox"/> Clergyman or Justice of Peace <input type="checkbox"/> Other <i>(explain):</i>
2. Do you have a living former spouse(s) to whom a court order gives a survivor annuity or a portion of your retirement benefits based on your Federal employment?			
<input type="checkbox"/> Yes <i>(Attach a certified copy of the court order[s] and any amendments.)</i>		<input type="checkbox"/> No	





SF 3107 - SECTION D ANNUITY ELECTION



Section D - Annuity Election

Make your election by initialing the box beside the type of annuity you want to receive and give any other information requested. Read the pamphlet SF 3113, *Applying for Immediate Retirement under FERS* and the explanations below and consider your election carefully. No change will be permitted after your annuity is granted except as explained in the pamphlet. If you are married at retirement, the law provides an annuity with full survivor benefits for your spouse unless your spouse consents to your election not to provide maximum survivor benefits.

Your election to provide a survivor annuity for a current spouse terminates upon the death of that spouse or if the marriage ends due to divorce or annulment. You are required to make a new election (reelect) within 2 years of the terminating event if you wish to reelect a survivor annuity for a former spouse or within 2 years of a post-retirement marriage to elect a survivor annuity for a spouse acquired after retirement. Continuing a survivor reduction by itself, is not effective to reelect a survivor annuity for a spouse married after retirement or for a former spouse.

If you want to elect a partial survivor annuity for your current spouse and a survivor benefit for a former spouse, you should complete options 2 and 5 below. The total of the survivor annuities elected cannot exceed 50 percent. An election of an insurable interest survivor in option 4 is not included when determining the 50 percent maximum.

1.

<i>Initials</i>

I choose a reduced annuity with maximum survivor annuity for my spouse named in Section C. If you are married at retirement, you will receive this type of annuity unless your spouse consents to your election not to provide maximum survivor benefits. If you receive this annuity, your annuity will be reduced by 10%. Your spouse's annuity upon your death will be 50% of your unreduced earned annuity.
2.

<i>Initials</i>

I choose a reduced annuity with a partial survivor annuity for my spouse named in Section C. If you choose this option, your annuity will be reduced by 5%. Upon your death, your spouse's annuity will be 25% of your unreduced earned annuity. You **must** have your spouse's consent to choose this option. Complete form SF 3107-2, *Spouse's Consent to Survivor Election*, and attach it to your application.
3.

<i>Initials</i>

I choose an annuity payable only during my lifetime. If you are married at retirement, you **cannot** choose this type of annuity without your spouse's consent. **No survivor annuity will be paid to your spouse after your death if he or she consents to this election and any health benefits will cease. In addition, your spouse will not be eligible to enroll in the Federal Long Term Care Insurance Program, if he/she is not enrolled at the time of your death.** If you are married and elect this, complete form SF 3107-2, *Spouse's Consent to Survivor Election*, and attach it to your application.
4.

<i>Initials</i>

I choose a reduced annuity with survivor annuity for the person named below who has an insurable interest in me. You must be healthy and willing to provide medical evidence if you choose this type of annuity. (*Disability annuitants are not eligible to choose this type of annuity.*) If you are married and elect this option for your spouse, complete SF 3107-2, *Spouse's Consent to Survivor Election* and attach it to your application.

Name of person with insurable interest	Relationship to you	Date of birth (mm/dd/yyyy)	Social Security Number
--	---------------------	----------------------------	------------------------

5.

<i>Initials</i>

I choose a reduced annuity with survivor annuity for my former spouse(s) as follows: You must attach: (1) Copies of divorce decrees for all former spouses for whom you elect to provide a survivor annuity. (2) If you are married, attach a completed SF 3107-2, *Spouse's Consent to Survivor Election*. You cannot choose this option and provide a maximum survivor annuity for your spouse (Box 1). Your election to provide a survivor annuity for a former spouse terminates upon the death of that spouse or the remarriage of your former spouse before age 55.

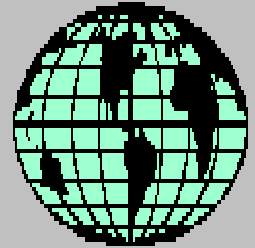
Name and address of former spouse	Date of marriage (mm/dd/yyyy)	Date of divorce (mm/dd/yyyy)	Survivor annuity equal to _____ % of my annuity
	Date of birth (mm/dd/yyyy)	Social Security Number	
Name and address of former spouse	Date of marriage (mm/dd/yyyy)	Date of divorce (mm/dd/yyyy)	Survivor annuity equal to _____ % of my annuity
	Date of birth (mm/dd/yyyy)	Social Security Number	

Total (either 25% or 50% of your unreduced annuity) _____ %



SF 3107 - SECTIONS E-G

INSURANCE INFORMATION, OTHER CLAIM INFORMATION AND INFORMATION ABOUT YOUR



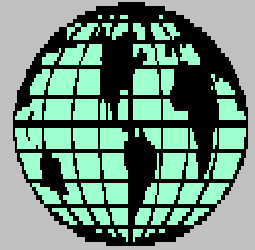
Section E - Insurance Information			See the pamphlet SF 3113, <i>Applying for Immediate Retirement Under the Federal Employees Retirement System</i> , for information.		
1a. Are you eligible to continue Federal Employees Health Benefits coverage as a retiree?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1b. Is there a court order or administrative order currently in effect that requires you to provide health benefits coverage for your child(ren)?	<input type="checkbox"/> Yes (Attach a copy of the court/administrative order)	<input type="checkbox"/> No
2. Are you eligible to continue Federal Employee's Group Life Insurance coverage as a retiree?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
3. Are you enrolled in the Federal Dental and Vision Insurance Program (FEDVIP)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <i>Your coverage will automatically continue into retirement as long as you continue to pay applicable premiums. Until work on your annuity is completed, you may receive bills from BENEFEDS. You must pay these bills in order to keep your FEDVIP coverage. After work on your annuity is completed, BENEFEDS will automatically begin deducting from your annuity to pay future premiums. If you have questions, please contact BENEFEDS at 1-877-888-3337.</i>				
	<input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If you retire on an immediate annuity, you can enroll in FEDVIP during any Federal Benefits Open Season.</i>				
4. Are you currently enrolled in the Federal Long Term Care Insurance Program (FLTCIP)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <i>You will automatically continue your coverage into retirement, as long as you continue to pay applicable premiums. If you are currently paying FLTCIP premiums by agency payroll deduction, you must arrange to pay premiums another way, either by deductions from your annuity, through automatic bank debit or direct bill. Please call LTC Partners at 1-800-LTC-FEDS (1-800-582-3337) to make these arrangements.</i>				
	<input type="checkbox"/> No				
Section F - Other Claim Information					
1. Have you applied for, are you receiving, or have you ever received workers' compensation from the Department of Labor because of a job-related illness or injury?	<input type="checkbox"/> Yes (Complete Schedule C and attach it to this form) <input type="checkbox"/> No				
2. Have you previously filed any application under the Civil Service Retirement System or Federal Employees Retirement System (for retirement, refund, deposit or redeposit, or voluntary contributions)?	<input type="checkbox"/> Yes (Complete items 2a and 2b below.) <input type="checkbox"/> No				
2a. Type of application	<input type="checkbox"/> Refund	<input type="checkbox"/> Deposit or redeposit	2b. Claim number(s)		
	<input type="checkbox"/> Retirement	<input type="checkbox"/> Return of excess deductions	<input type="checkbox"/> Voluntary contributions		
Section G (Optional) - Information About Your Unmarried Dependent Children					
1. Dependent child's name (first, middle, last)	2. Date of birth (mm/dd/yyyy)	3. Disabled (✓)	1. Dependent child's name (first, middle, last)	2. Date of birth (mm/dd/yyyy)	3. Disabled (✓)



SF 3107 - SECTION H

DIRECT DEPOSIT AND TAX

WITHHOLDING INFORMATION



Section H - Payment Instructions

1. Federal benefits payments will be made electronically by Direct Deposit into a savings or checking account or by a Direct Express debit card provided by the Department of the Treasury. See the instructions for Section H of this application and SF 3113 (Applying for Immediate Retirement Under the Federal Employees Retirement System) for additional information. This does not apply to you if your permanent payment address is outside the United States in a country not accessible via direct deposit.

Please select one of the following:

- ☐ Please send my annuity payments directly to my checking or savings account. (Go to item 2)
- ☐ Please send my annuity payments to my Direct Express debit card. (Go to item 3a)
- ☐ My permanent payment address is outside the United States in a country not accessible via Direct Deposit/Direct Express. (Go to item 3a)

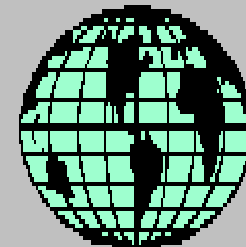
2a. Financial Institution Routing Number		<i>You may obtain this number by calling your bank, credit union, or savings institution. This number is very important. We cannot pay by direct deposit without it.</i>	
2b. Checking or Savings Account Number	2c. What kind of account is this? <input type="checkbox"/> Checking <input type="checkbox"/> Savings	2d. Telephone number of your Financial Institution (including area code)	
2e. Name and address of financial institution ----- -----		Special Note: If you prefer, you may attach a cancelled personal check that shows the information requested above, instead of filling in the requested financial institution information. If you attach your personal check, it is especially important that you contact your bank, credit union, or savings institution to confirm that the information on the check is the correct information for direct deposit. (Some institutions, especially credit unions, use different routing numbers on checks.) We can then use this information to start paying you by direct deposit.	
3a. Do you want Federal income tax withheld from your annuity payments? <input type="checkbox"/> Yes (Go to item 3b) <input type="checkbox"/> No (Go to Section I)		3b. Do you want to have Federal Income Tax withheld at the rate currently being withheld from your salary? <input type="checkbox"/> Yes (Attach copy of W-4 form on file with your employing agency.) <input type="checkbox"/> No (Attach new W-4 form, otherwise withholding will be at rate for married with 3 exemptions.)	





SF 3107 - Section I

APPLICANT'S CERTIFICATION AND CHECKLIST



Section I - Applicant's Certification

Warning

Any intentionally false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

I hereby certify that all statements made in this application are true to the best of my knowledge and belief.

Signature (*Do not print*)

Date (*mm/dd/yyyy*)

Applicant's Checklist

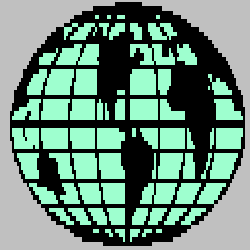
This checklist is provided to help you be certain you have attached all necessary documentation and to help your employing office be certain it forwards all of your retirement documentation to the Office of Personnel Management.

- | | Yes | No | Not Applicable |
|---|--------------------------|--------------------------|--------------------------|
| 1. Military Service - If you answered "yes" to Section B, Item 4, did you attach Schedule A? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Military Service - If you completed Schedule A, did you attach a copy of your discharge certificate or other certificate of active military service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Military Retired Pay - If you answered "yes" to Section B, Item 5, did you attach Schedule B? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Military Retired Pay - If you completed Schedule B and answered "yes" to Item b or c, did you attach a copy of the notice of award or other documentation of the type of military retired pay you are receiving? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Military Retired Pay - If you completed Schedule B and answered "yes" to item d, did you attach a copy of your request for waiver and a copy of the military finance office's acknowledgment or approval of your request for waiver (<i>if applicable</i>)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Survivor Election - If you are married and did not initial box 1 of Section D, did you attach SF 3107-2, <i>Spouse's Consent to Survivor Election</i> ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Life Insurance - If you answered "yes" to Section E, item 2, did you attach SF 2818, <i>Continuation of Life Insurance Coverage As an Annuitant or Compensation</i> ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. OWCP - If you answered "yes" to Section F, item 1, did you attach Schedule C? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Tax - If you want to elect a Federal Income Tax withholding rate, did you attach a W-4 form? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Court or Administrative Order(s) - If you answered "yes" to Section C, item 2 and/or "yes" to Section E, Item 1b, did you attach a copy of the order(s)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



SF 3107 SCHEDULES A, B & C

SCHEDULE A - MILITARY SERVICE INFORMATION



Schedules A, B and C

1. Name (*last, first, middle*)
2. Date of birth (*mm/dd/yyyy*)
3. Social Security Number

Schedule A - Military Service Information

1. If you have performed active honorable service in the United States Armed Services or other uniformed services, complete 1a - d below and attach a copy of your discharge certificate or other certificate of active military service (if available).

See instructions for definitions of Armed Services and Uniformed Services.

a.	Branch of service	b. Serial number	c. Dates of active duty		d. Last grade or rank
			From (<i>mm/dd/yyyy</i>)	To (<i>mm/dd/yyyy</i>)	

2. If any of your military service occurred on or after January 1, 1957, have you paid a deposit to your agency for this service? (You must pay this deposit to your agency. You cannot pay OPM after you retire.)

☐

Yes

☐

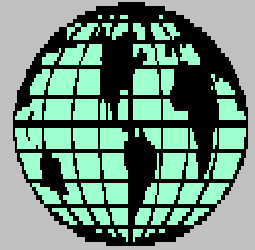
No





SF 3107 SCHEDULES A, B & C

SCHEDULE B - MILITARY RETIRED PAY



Schedule B - Military Retired Pay

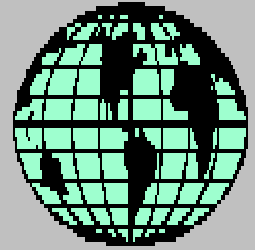
1. If you are receiving or have applied for military retired or retainer pay (including disability or retired pay), complete Parts 1a - 1d below.	
a. Are you receiving or have you ever applied for military retired or retainer pay? (Answer "yes" if you are receiving payments from the Department of Veterans Affairs instead of military retired pay.) <input type="checkbox"/> Yes <input type="checkbox"/> No	b. Was your military retired or retainer pay awarded for reserve service under Chapter 1223, title 10, U.S. Code (formerly Chapter 67, title 10)? <input type="checkbox"/> Yes (Attach a copy of notice of award) <input type="checkbox"/> No
c. Was your military retired pay or retainer pay awarded for a disability incurred in combat or caused by an instrumentality of war and incurred in the line of duty during a period of war? <input type="checkbox"/> Yes (Attach a copy of notice of award) <input type="checkbox"/> No	d. Are you waiving your military retired or retainer pay in order to receive credit for military service for FERS retirement benefits? <input type="checkbox"/> Yes (Attach a copy of your request for waiver and a copy of military finance officer's acknowledgment or approval of your request for waiver) <input type="checkbox"/> No





SF 3107 SCHEDULES A, B & C

SCHEDULE C - FEDERAL EMPLOYEES COMPENSATION INFORMATION AND APPLICANT'S



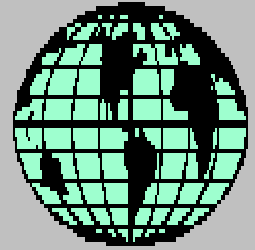
Schedule C - Federal Employees Compensation Information			
1. Are you receiving or have you ever received workers' compensation from the Office of Workers' Compensation Programs (OWCP), Department of Labor, because of a job-related illness or injury?			
<input type="checkbox"/> Yes (complete parts 1a - c below)		<input type="checkbox"/> No (go to question 2)	
a. Compensation claim number	b. Benefit received		c. Type of benefit
	From (mm/dd/yyyy)	To (mm/dd/yyyy)	
			<input type="checkbox"/> Scheduled award <input type="checkbox"/> Other
			<input type="checkbox"/> Total or partial disability compensation
			<input type="checkbox"/> Scheduled award <input type="checkbox"/> Other
			<input type="checkbox"/> Total or partial disability compensation
2. If you have applied for workers' compensation (other than as listed in item 1a above) but are not receiving benefits, check reason below and give the information requested.			
<input type="checkbox"/> a. Awaiting OWCP decision		<input type="checkbox"/> b. Claim denied	
Compensation claim number		Compensation claim number	Date claim denied (mm/dd/yyyy)
3. Except for scheduled compensation awards, workers' compensation and FERS retirement benefits cannot be paid for the same period of time. Please complete the information below regarding your claim. You must complete this section.			
a. Do you agree to notify us promptly if the status of your workers' compensation claim changes?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
b. Do you authorize the Office of Personnel Management and/or the Office of Workers' Compensation Programs (OWCP) to collect any overpayment if we later find you are not eligible for both compensation and annuity payments covering the same period of time?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Applicant's Certification			
I certify that all statements made on these schedules are true to the best of my knowledge and belief.		Signature (do not print)	Date (mm/dd/yyyy)





SF 3107-2

SPOUSE'S CONSENT TO SURVIVOR ELECTION

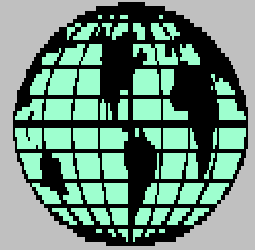


Spouse's Consent to Survivor Election		
Instructions: If you are married and you do not elect a reduced annuity to provide a maximum survivor annuity for your current spouse, complete Part 1. Have your spouse complete Part 2. Part 2 must be completed in the presence of a Notary Public or other person authorized to administer oaths. The person administering oaths must complete Part 3.		
Part 1 - To Be Completed by the Retiring Employee		
Name (last, first, middle)	Date of birth (mm/dd/yyyy)	Social Security Number
I have elected: (Mark the box(es) which describes the survivor election(s) you have made. More than one box may be marked.)		
<input type="checkbox"/> a. No regular or insurable interest survivor annuity for my current spouse. <i>I understand that:</i> <ul style="list-style-type: none">❖ No survivor annuity will be paid to my spouse after my death,❖ His/her health benefits coverage will terminate upon my death, and❖ He/she will not be eligible to enroll in the Federal Long Term Care Insurance Program (FLTCIP) after my death.		
<input type="checkbox"/> b. An insurable interest annuity for my current spouse, but no regular survivor annuity for my current spouse. (I have completed Section D, item 4 on my Standard Form 3107 naming my current spouse.)		
<input type="checkbox"/> c. A partial survivor annuity (25%) for my current spouse.		
<input type="checkbox"/> d. A maximum survivor annuity for my former spouse _____ (name of former spouse)		
<input type="checkbox"/> e. A partial survivor annuity for my former spouse _____ equal to 25% of my annuity. (name of former spouse)		
<input type="checkbox"/> f. A partial survivor annuity for my former spouse _____ equal to 25% of my annuity. (name of former spouse)		
Part 2 - To Be Completed by the Current Spouse of the Retiring Employee		
I freely consent to the survivor annuity election described in Part 1. <i>I understand that if my spouse elected no regular or insurable interest survivor annuity in Part 1.a. above, I will not receive a survivor annuity, my health benefits coverage will terminate and I will not be eligible to enroll in the Federal Long Term Care Insurance Program (FLTCIP) if I am not already enrolled before my spouse's death. I also understand that my consent is final (not revocable).</i>		
Name (type or print)	Signature (do not print)	Date (mm/dd/yyyy)
Part 3 - To Be Completed by a Notary Public or Other Person Authorized to Administer Oaths		
I certify that the person named in Part 2 presented identification (or was known) to me, gave consent, signed or marked this form and acknowledged that the consent was freely given in my presence on this		
the _____ day of _____, at _____ (Month) (Year) (City and State)		
(Seal of Notary Public or witnessing authority of person authorized to administer oaths)	Signature (do not print)	
(Seal)	Expiration date (mm/dd/yyyy) of commission, if Notary Public	



OPM 1515

MILITARY SERVICE DEPOSIT



Military Service Deposit Election		
Employee's name (<i>last, first, middle</i>)	Date of birth (<i>mm/dd/yyyy</i>)	Social Security Number
Does the employee appear to be eligible for the guaranteed minimum annuity under the Civil Service Retirement System (CSRS) disability provisions?		
<input type="checkbox"/> Yes	Would a deposit for military service increase the annuity?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Instructions to Employee:		
Your decision about making this deposit may affect your rights under CSRS or the Federal Employees Retirement System (FERS).		
1. Please read the attached "Information for Completing OPM Form 1515" carefully to be sure you understand the consequences of not making the deposit for military service.		
2. If you decide to make the deposit for military service, ask for instructions from the human resources office identified below.		
3. Check the appropriate box below to indicate whether you will pay the deposit and return two copies of this form to the human resources office at the address below.		
Return the completed election form to the agency human resources office listed below:		
Agency name and address		Election must be received by (<i>mm/dd/yyyy</i>)

Employee Election		
I have read the information concerning my rights to make a deposit for post-1956 military service. (Mark an "x" in the appropriate box below to indicate your election.)		
<input type="checkbox"/> I want to pay (or complete) this deposit. I will make the necessary payment to my employing agency.		
<input type="checkbox"/> I do not want to pay (or complete) this deposit. (I understand this decision is irrevocable.)		
Signature (<i>Please do not print</i>)		Date (<i>mm/dd/yyyy</i>)
Instructions to Employing Office:		
This form must be completed when an employee retires and agency records show that the employee has not made or completed a deposit for post-1956 military service. Give the employee three (3) copies of this form and these instructions for completing the form. Have the employee return two (2) signed and dated copies of the form. Attach one to the employee's records when you send them to the Office of Personnel Management (OPM). If the employee does not return a signed copy before you forward the records to OPM, please check the appropriate box below. The employee should also be counseled regarding the minimum basic annuity if the payment of the deposit will not increase the annuity.		
<input type="checkbox"/> Employee did not return election form.		
<input type="checkbox"/> Signed and dated copy attached		

U.S. Office of Personnel Management
CSRS/FERS Handbook for Personnel
and Payroll Offices

Reproduce Locally

1

OPM Form 1515
December 2000
Previous editions are not usable.

Clear Form

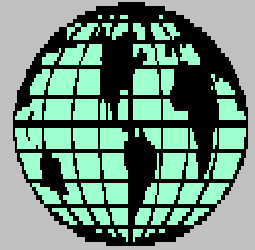
Print Form

Save Form





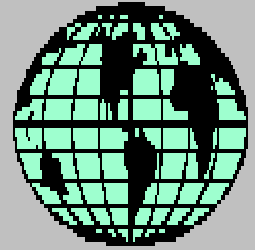
SF 2818 - CONTINUATION OF LIFE INSURANCE COVERAGE



Continuation of Life Insurance Coverage <i>As an Annuitant or Compensation</i> Federal Employees' Group Life Insurance (FEGLI) Program		
Identifying Information		
1. Employee's name (last, first, middle)	2. Date of birth (mm/dd/yyyy)	3. Social Security number
4. Employing department/agency	5. Work location (city, state, ZIP code)	6. Compensation claim number (if applicable)
Basic Life Insurance		
7. Do you want to have Basic Life insurance in retirement/compensation if you are eligible?		
<input type="checkbox"/> Yes (If yes, complete item 8.)	<input type="checkbox"/> No	<input type="checkbox"/> I received a full Living Benefit. (skip to item 9)
8. What level of Basic do you want in retirement/compensation? Check only one box. If you received a partial Living Benefit, you must check No Reduction.		
<input type="checkbox"/> 75% Reduction	<input type="checkbox"/> 50% Reduction	<input type="checkbox"/> No Reduction
Option A — Standard Optional Insurance		
9. Do you want to have Option A in retirement/compensation if you are eligible? To continue Option A, you must also continue Basic. (Check "yes" only if you currently have as an employee)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't have Option A.
Option B — Additional Optional Insurance		
10. Do you want to have Option B in retirement/compensation if you are eligible? To continue Option B, you must also continue Basic. (Check "yes" only if you currently have as an employee)		
<input type="checkbox"/> Yes (If yes, complete item 11.)	<input type="checkbox"/> No	<input type="checkbox"/> I don't have Option B.
11. How many multiples of Option B do you want to have in retirement/compensation? You can elect up to the number of multiples you are eligible to continue in retirement. Put a number on each line to indicate how many multiples you want for NO REDUCTION and FULL REDUCTION. If the number is "zero", "0" should be written on that line. The total of both No and Full Reduction multiples cannot exceed 5. See the instructions.		
(number of NO REDUCTION multiples)		(number of FULL REDUCTION multiples)
Option C — Family Optional Insurance		
12. Do you want to have Option C in retirement/compensation if you are eligible? To continue Option C, you must also continue Basic. (Check "yes" only if you currently have as an employee.)		
<input type="checkbox"/> Yes (If yes, complete item 13.)	<input type="checkbox"/> No	<input type="checkbox"/> I don't have Option C.
13. How many multiples of Option C do you want to have in retirement/compensation? You can elect up to the number of multiples you are eligible to continue in retirement. Put a number on each line to indicate how many multiples you want for NO REDUCTION and FULL REDUCTION. If the number is "zero", "0" should be written on that line. The total of both No and Full Reduction multiples cannot exceed 5. See the instructions.		
(number of NO REDUCTION multiples)		(number of FULL REDUCTION multiples)
Signature		
14. Signature (Do not print.) Only the insured may sign. Signatures by guardians, conservators, or through a power of attorney are not acceptable.		Date (mm/dd/yyyy)



W-4P - WITHHOLDING CERTIFICATE FOR PENSION OR ANNUITY PAYMENTS



----- Cut here and give Form W-4P to the payer of your pension or annuity. Keep the top part for your records. -----

Form W-4P Department of the Treasury Internal Revenue Service	Withholding Certificate for Pension or Annuity Payments ► For Privacy Act and Paperwork Reduction Act Notice, see page 4.	OMB No. 1545-0074
Type or print your first name and middle initial.	Last name	Your social security number _____ _____ _____
Home address (number and street or rural route)		Claim or identification number (if any) of your pension or annuity contract
City or town, state, and ZIP code		

Complete the following applicable lines.

- 1 Check here if you do not want any federal income tax withheld from your pension or annuity. (Do not complete lines 2 or 3.) ► ☐
- 2 Total number of allowances and marital status you are claiming for withholding from each **periodic** pension or annuity payment. (You may also designate an additional dollar amount on line 3.) ► _____
Marital status: ☐ Single ☐ Married ☐ Married, but withhold at higher "Single" rate (Enter number of allowances.)
- 3 Additional amount, if any, you want withheld from each pension or annuity payment. (**Note.** For periodic payments, you cannot enter an amount here without entering the number (including zero) of allowances on line 2.) . . . ► \$ _____

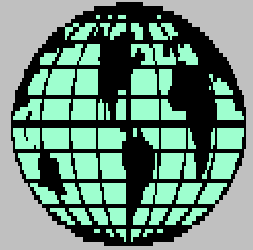
Your signature ► _____

Date ► _____





FERS DISABILITY APPLICATION



Submit all of the previous forms and:

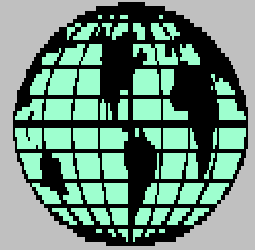
- **SF 3112A** Applicant's Statement of Disability
- **SF 3112B** Supervisor's Statement
- **SF 3112C** Physician's Statement
- **SF 3112D** Agency Certification of Reassignment and Accommodation Efforts
- **Copy of last performance appraisal**
- **Copy of position description**
- **Proof of application for Social Security Disability Benefits**
- **FEDMER Statement**





SF 3112 A

APPLICANT'S STATEMENT OF DISABILITY



Applicant's Statement of Disability

Civil Service
Retirement System

*In Connection With Disability Retirement Under the Civil Service Retirement System or
the Federal Employees' Retirement System*

Federal Employees'
Retirement System

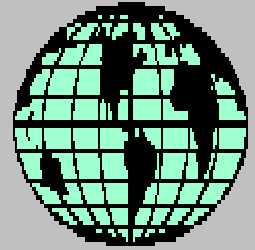
*A copy of this completed form must accompany the Supervisor's Statement that you give
your supervisor(s).*

1. Name (last, first, middle)	2. Date of birth (mo./day/yr.)	3. Social security number
4. Fully describe your disease(s) or injury(ies.) We consider only the diseases and/or injuries you discuss in this application.		
5. Describe how your disease(s) or injury(ies) interferes with performance of your duties, your attendance, or your conduct.		
6. Describe any other restrictions of your activities imposed by your disease or injury.		
7a. What accommodations have you requested from your agency?		
7b. Has your agency been able to grant your request? (Attach an explanation or any documentation that you have regarding accommodation.) <input type="checkbox"/> Yes <input type="checkbox"/> No		





SF 3112 A (CONTINUED)

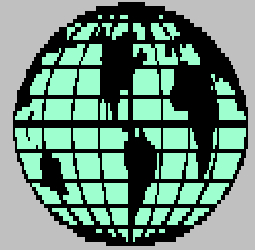


<p>7c. What is your current status with your agency?</p> <table border="0"><tr><td><input type="checkbox"/> In pay status; and working without accommodation.</td><td><input type="checkbox"/> In leave without pay status. *</td></tr><tr><td><input type="checkbox"/> In pay status; and working with accommodation</td><td><input type="checkbox"/> Separated from service*</td></tr></table> <p><i>*If you are currently in a leave without pay status or separated from service, what job(s), if any, have you performed since going into this status. Please explain the physical and/or mental requirements for this (those) job(s).</i></p>				<input type="checkbox"/> In pay status; and working without accommodation.	<input type="checkbox"/> In leave without pay status. *	<input type="checkbox"/> In pay status; and working with accommodation	<input type="checkbox"/> Separated from service*
<input type="checkbox"/> In pay status; and working without accommodation.	<input type="checkbox"/> In leave without pay status. *						
<input type="checkbox"/> In pay status; and working with accommodation	<input type="checkbox"/> Separated from service*						
<p>8. Give the approximate date you became disabled for your position (mo./yr.).</p>		<p>9. Have you been hospitalized for your disease or injury as described in item 4?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>10. Give date of most recent hospitalization.</p> <table border="1"><tr><td>From (mo./yr.)</td><td>To (mo./yr.)</td></tr><tr><td> </td><td> </td></tr></table>	From (mo./yr.)	To (mo./yr.)		
From (mo./yr.)	To (mo./yr.)						
<p>11. Notice for FERS and CSRS Offset Applicants ONLY</p> <p><i>Application for disability retirement under FERS or CSRS Offset requires an application for Social security Disability Benefits. Final Processing at OPM cannot be completed without a copy of your Social Security application receipt or award notice.</i></p>							
<p>11a. Have you applied for disability benefits from the Social Security Administration?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>11b. Is the application receipt or award notice attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					





SF 3112 A (CONTINUED)



12. List physician(s), (name(s), address(es), and dates of treatment) from whom you plan to request Physician's Statements (SF 3112C)). Attach an additional sheet if you wish to list more physicians.

Name	Address	Date of Treatments

Applicant's Consent and Certification

I certify that all statements made above are true to the best of my knowledge and belief. I give my permission for the release of information about my service and medical condition(s) (i.e., disease or injury) to authorized agency and OPM officials. I have read and understand all of the information provided in the instructions to this application.

WARNING: Any intentionally false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

Signature *(Do not print)*

Date *(mo./day/yr.)*

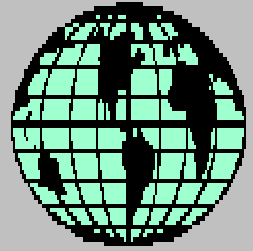
Daytime telephone number *(incl. area code)*





SF 3112 B

SUPERVISOR'S STATEMENT



You should ask your supervisor to complete this form. It should be returned to you to submit with the rest of the application.

Your supervisor will answer questions regarding your performance, attendance, conduct and any accommodation or reassignment efforts that have been attempted due to illness or injury.

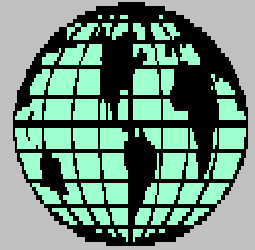
A copy of the last performance appraisal and the employee's position description also needs to be provided by your supervisor.





SF 3112 C

PHYSICIAN'S STATEMENT



Physician's Statement

*In Connection With Disability Retirement Under the Civil Service Retirement System
and the Federal Employees' Retirement System*

Civil Service
Retirement System

Federal Employees'
Retirement System

Applicant must attach a copy of the most current position description

Form Approved:
OMB No. 3206-0228

Section A - Identifying Information and Consent

(to be completed by applicant)

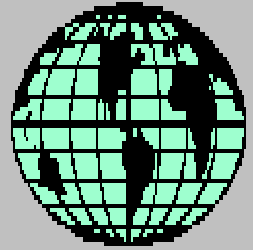
1. Applicant's Name (<i>last, first, middle</i>)		2. Date of birth (<i>mo./day/yr.</i>)	3. Social security number
<p>If you are currently employed by your agency or separated for less than 30 days, enter exact name and address including the name of the person or office in your employing agency where this information should be mailed. →</p> <p>If you have been separated from your employing agency for 31 days or more provide your current home address. →</p>		4. Enter exact name and address (<i>including ZIP Code</i>).	
Applicant's Consent to Release Medical Information		5. I authorize the release to the Office of Personnel Management and my employing agency of any and all information or records connected with my disability retirement application.	
		Signature (<i>do not print</i>)	
		Date (<i>mo./day/yr.</i>)	





SF 3112 D

AGENCY CERTIFICATION OF REASSIGNMENT AND ACCOMMODATION EFFORTS



You should ask your servicing Civilian Personnel Advisory Center, CPAC, or Human Resources Office, HRO, to complete this form.

Once completed it should be returned to you to submit with the rest of the application.

The CPAC or HRO will answer questions about the agency's accommodation and/or reassignment efforts.





FEDMER SOCIAL SECURITY DISABILITY ELIGIBILITY STATEMENT

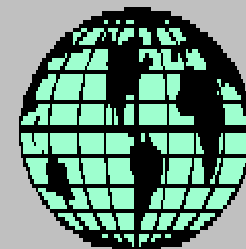


Exhibit – FEDMER Social Security Disability Eligibility Statement

Federal Medical Evidence of Record (FEDMER)
Social Security Disability Eligibility Statement
Keep a copy of this form

Name _____ SSN _____

Please put a check mark in the box next to the number that describes your situation, and follow the instructions for that section.

- ☐ 1. I am already receiving Social Security disability benefits. I will provide my Human Resource office with proof (e.g. copy of my Social Security Award Certificate).
- ☐ 2. I have filed for Social Security disability benefits, but I have not received a decision. I will provide my Human Resource office with proof (e.g., copy of Social Security disability application receipt, copy of the ISBA page "What You Need to Do Now", etc.).

If you checked either #1 or #2 above, sign and date the statement below, and return it to your Human Resource office with the documentation indicated. **Do not check any further blocks, or take any other action.**

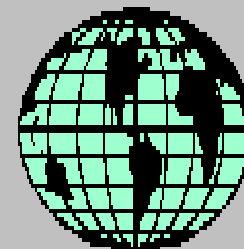
My signature below verifies my status.

Signature: _____ Date: _____





FEDMER SOCIAL SECURITY DISABILITY ELIGIBILITY STATEMENT



If you have not checked Box 1 or 2, above, please check Box 3 and follow the instructions.

- ☐ 3. I have not filed for Social Security disability benefits, OR I have filed and have been denied. Since I am now filing for FERS disability, I understand I also need to file for Social Security disability benefits.

If you checked block #3, you need to apply for Social Security disability using either the:

- **Internet** to complete the "Online Adult Disability Report" **and** the "Online Application for Social Security benefits" at <http://www.socialsecurity.gov/applyfordisability/adult.htm> OR
- **Contact Option:** Contact Social Security to schedule an appointment to file your Social Security disability claim. You can call Social Security's national toll-free telephone number (1-800-772-1213) or contact your local Social Security office. When you make your appointment, Social Security will provide you with an "Adult Disability Starter Kit" that you can use to prepare for your interview. You can also see the starter kit at the Internet site shown above.

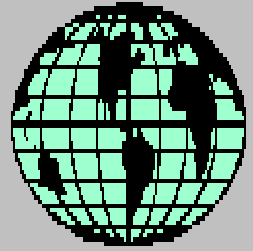
Whether you use the Internet or the Contact Option to file, a Social Security representative will contact you to complete your disability application. At that time you will need to provide to Social Security a **copy of this form and a copy of any medical records you have obtained for your FERS disability claim.**

When you file your disability application, Social Security will provide you with a receipt. You must provide your Human Resource office with a copy of the application receipt, which is needed by them in order to complete the processing of your FERS disability application.

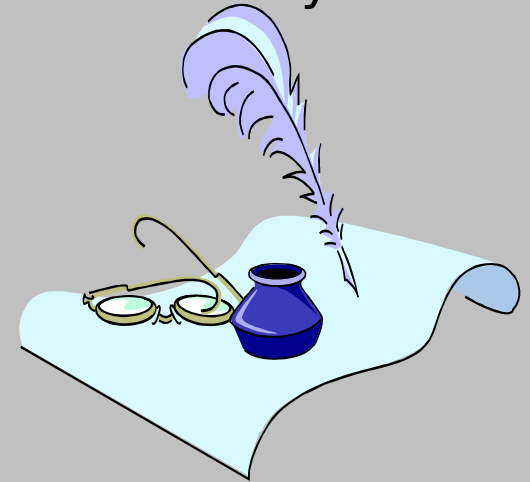




BENEFICIARY FORMS

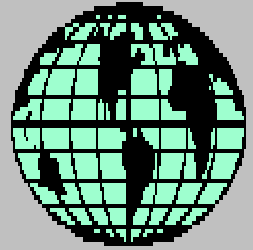


- SF 2823 Designation of Beneficiary-
Federal Employees' Group Life Insurance Program
- SF 3102 Designation of Beneficiary-
Federal Employees Retirement System
- TSP-3 Thrift Savings Plan-Designation of Beneficiary





WHERE DO I SEND THE FORMS ?



All forms and documentation should be submitted to:

ARMY BENEFITS CENTER-CIVILIAN
301 MARSHALL AVE
FORT RILEY, KS 66442-5004

1-877-276-9287

Or

1-877-276-9833 (TDD)

REMEMBER: We must have original forms!

